DOCUMENT RESUME

ED 115 881 CE 005 719

TITLE	Fall Department Head Report--Reporting Booklet 2.0 to the Massachusetts Division of Occupational Education (Fiscal Year Ending June 30, 1975) for Business/Data Processing.
INSTITUTION	Management and Information System for Occupational Education, Winchester, Mass.
SPONS AGENCY	Massachusetts State Dept. of Education, Boston. Div. of Occupational Education.
PUB DATE	30 Jun 75
NOTE	124p.; For related documents, see ED 062 553; ED 068 646-647; ED 072 225; ED 072 228; ED 072 303-304; CE 005 687-727; Instructions for completing the booklet are available in CE 005 701
EDRS PRICE	MF-$0.76 HC-$5.70 Plus Postage
DESCRIPTORS	Annual Reports; Business Education; Census Figures; Computer Science Education; *Data Collection; *Data Processing; Demonstration Projects; *Educational Objectives; Job Skills; *Management Information Systems; Program Design; Program Evaluation; *Records (Forms); State Programs; *Vocational Education
IDENTIFIERS	Census Data System; *Management Information System Occupational Educa; MISOE; Terminal Performance Objectives; TERMOBS

ABSTRACT

The reporting booklet is required for the Census Data System (CDS) of the Management Information System for Occupational Education (MISOE); it contains the reporting forms which collect data that describe program structure and job-entry skill outcomes expected of program completors in the individual occupational education area of business/data processing. Utilization of instructional area is also determined. This booklet contains the terminal performance objectives (TERMOBS) for this program area. They are actually the forms by which the skills of program completors are reported by department heads. CDS, one of two major subsystems of the integrated management information system, was developed to provide occupational education managers with comprehensive data on which to base rational management decisions. Essentially, CDS contains descriptive information systematically structured in a manner which allows it to be used as a basis for sampling evaluative research studies. CDS collects and stores census data for all school systems offering occupational education programs, including all data formerly collected by the Annual Federal Report for Occupational Information, except followup data. (Author/AJ)

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ED115881

Misoo Number _____ Due Date _____

Name of School System _____ System ID No. _____

Name of School _____ School ID No. _____

Name of Preparer of Report _____ Title _____ Telephone No. _____

Name of Department or Instructional Area _____

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF EDUCATION

FALL DEPARTMENT HEAD REPORT-REPORTING BOOKLET 2.0

to the

DIVISION OF OCCUPATIONAL EDUCATION
(Fiscal Year Ending June 30, 1975)

FOR

BUSINESS/DATA PROCESSING

CE 005 719

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Before filing said statement, the superintendent shall submit it to the chairman of the school committee, who shall countersign it on oath, if, after examination, he finds it correct.
(General Laws Relating to Education 1970: Chapter 72, Sec. 2A, Item 4, and Sec. 3, Item 2)

I hereby certify that all the statements contained in this report are true to the best of my knowledge and belief, and that this is a true statement, made under the penalties of perjury.

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF EDUCATION

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Before filing said statement, the superintendent shall submit it to the chairman of the school committee, who shall countersign it on oath, if, after examination, he finds it correct.
(General Laws Relating to Education 1970: Chapter 72, Sec. 2A, Item 4, and Sec. 3, Item 2)

I hereby certify that all the statements contained in this report are true to the best of my knowledge and belief, and that this is a true statement, made under the penalties of perjury.

_____ _____
(Date) Superintendent of Schools

_____ _____
(Date) Chairman of School Committee

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TERMOBs

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MISOE Number

Table 2.1 Enrollment in Final Grade by Student Group & Terminal Objectives (TERMOB)

	1	2	3
1.	Grade		
2.	Student Group Name and Number	101	102
3.	USOE Code(s)		
4.	Level Code		
5.	Type Code		
6.	Session Code		
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative	Yes No	Yes No
9.	Workstudy	Yes No	Yes No
10.	Exploratory	Yes No	Yes No
11.	Instructors and Teacher's Aides		
	A. Full Time		
	B. Percentage of Time		
12.	Enrollment	Male / Female	Male / Female

TERMOB Applicability

13. TERMOB Numbers	

7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative	Yes No	Yes No
9.	Workstudy	Yes No	Yes No
10.	Exploratory	Yes No	Yes No
11.	Instructors and Teacher's Aides		
	A. Full Time		
	B. Percentage of Time		
12.	Enrollment	Male / Female	Male / Female

TERMOB Applicability

13. TERMOB Numbers	

Misoe Number

Table 2.1 (Cont'd) Enrollment in Final Grade by Student Group

	4	5	6
1			
2.	103	104	105
3.			
4.			
5.			
6.			
7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male Female	Male Female	Male Female

TERMOB Applicability

13.	

6.			
7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male Female	Male Female	Male Female

TERMOB Applicability

13.	

Misoe Number _____

Table 2.1 Enrollment in Final Grade by Student Group & Terminal Objective (TERMOB)

		7	8	9
1.	Grade			
2.	Student Group Name and Number		106	107
3.	USOE Code(s)			
4.	Level Code			
5.	Type Code			
6.	Session Code			
7.	Program Length (Years)		<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative		Yes No	Yes No
9.	Workstudy		Yes No	Yes No
10.	Exploratory		Yes No	Yes No
11.	Instructors and Teacher's Aides			
	A. Full Time			
	B. Percentage of Time			
12.	Enrollment		Male / Female	Male / Female

TERMOB Applicability

13.	TERMOB Numbers							

4.	Level Code		
5.	Type Code		
6.	Session Code		
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative	Yes No	Yes No
9.	Workstudy	Yes No	Yes No
10.	Exploratory	Yes No	Yes No
11.	Instructors and Teacher's Aides		
	A. Full Time		
	B. Percentage of Time		
12.	Enrollment	Male / Female	Male / Female

TERMOB Applicability

13.	TERMOB Numbers

Misoe Number

Table 2.1 (Cont'd) Enrollment in Final Grade by Student Group and Terminal Objectives (TERMOBS)

	10	11	12
1.			
2.			
3.	108	109	110
4.			
5.			
6.			
7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male Female	Male Female	Male Female

TERMOB Applicability

13.												

6.			
7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male / Female	Male / Female	Male / Female

TERMOB Applicability

13.	

Table 2.11 Enrollment In Lower Grades by Student Group

2	3	4	5	6
201	202	203	204	205
<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
Yes No	Yes No	Yes No	Yes No	Yes No
Yes No	Yes No	Yes No	Yes No	Yes No
Yes No	Yes No	Yes No	Yes No	Yes No
Male Female	Male Female	Male Female	Male Female	Male Female

MIsos Number

Table 2.11 Enrollment in Lower Grades by Student Group

	1	2	3	4	5
1.	Grade				
2.	Student Group Name and Number	201	202	203	204
3.	USOE Code(s)				
4.	LEVEL Code				
5.	Type Code				
6.	Session Code				
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3
8.	Cooperative	Yes No	Yes No	Yes No	Yes No
9.	Workstudy	Yes No	Yes No	Yes No	Yes No
10.	Exploratory	Yes No	Yes No	Yes No	Yes No
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time				
		Male Female	Male Female	Male Female	Male Fema
12.	Enrollment				

Table 2.11 (Cont'd) Enrollment in Lower Grades by Student Group

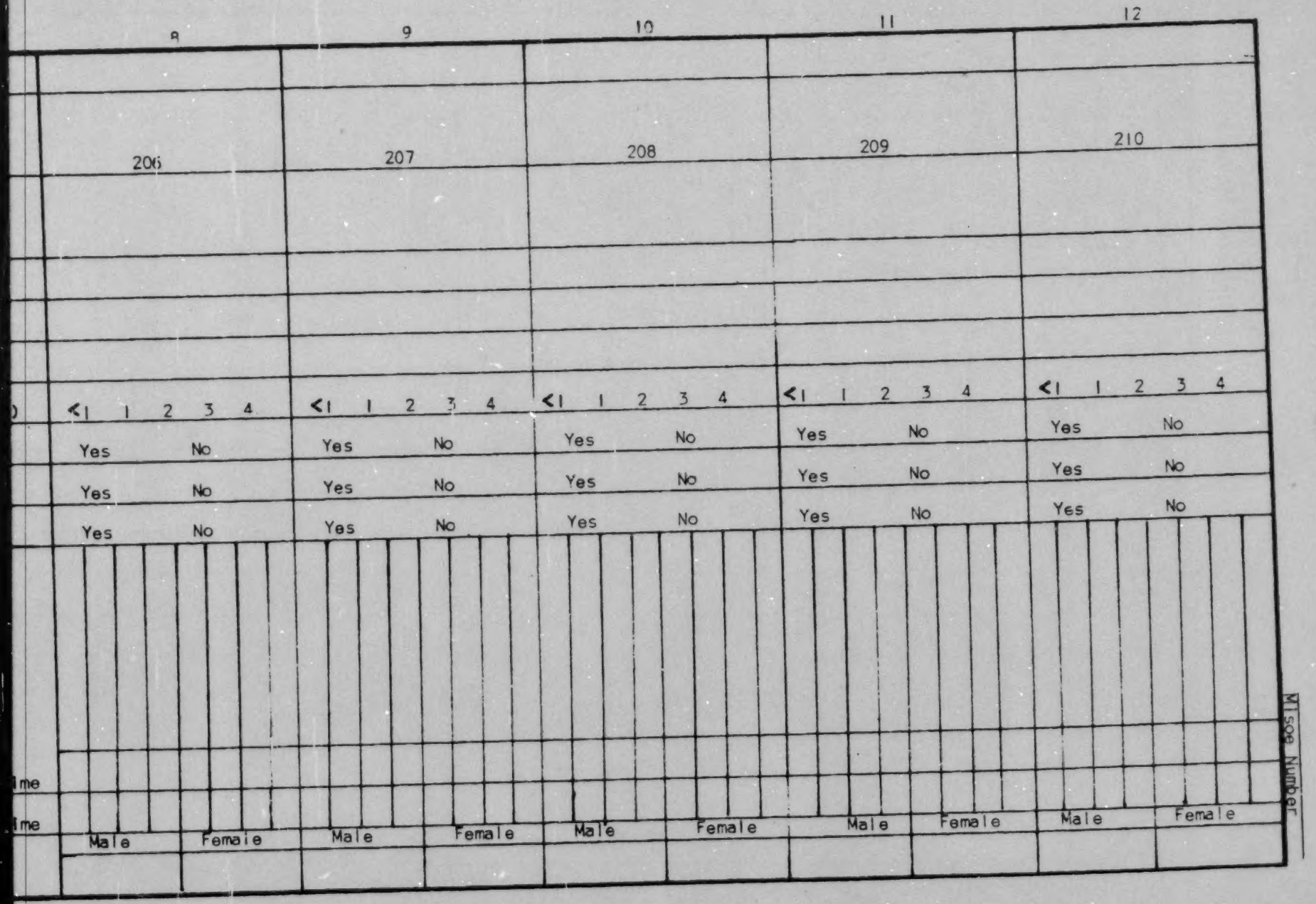

Table 2.11 (Cont'd) Enrollment In Lower Grades by Student Group

	7	8	9	10	11
1.	Grade				
2.	Student Group Name and Number	206	207	208	209
3.	USOE Code(s)				
4.	Level Code				
5.	Type Code				
6.	Session Code				
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative	Yes No	Yes No	Yes No	Yes No
9.	Workstudy	Yes No	Yes No	Yes No	Yes No
10.	Exploratory	Yes No	Yes No	Yes No	Yes No
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time				
		Male Female	Male Female	Male Female	Male Fem
12.	Enrollment				

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

	14	15	16	17	18
ne	211	212	213	214	215
Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
l Time					
f Time					
	Male Female	Male Female	Male Female	Male Female	Male Female

MISOE Number

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

		13	14	15	16	
1.	Grade					
2.	Student Group Name and Number		211	212	213	
3.	USOE Code(s)					
4.	Level Code					
5.	Type Code					
6.	Session Code					
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1	
8.	Cooperative	Yes No	Yes No	Yes No	Yes	
9.	Workstudy	Yes No	Yes No	Yes No	Yes	
10.	Exploratory	Yes No	Yes No	Yes No	Yes	
11.	Instructors and Teacher's Aides					
	A. Full Time					
	B. Percentage of Time					
12.	Enrollment	Male / Female	Male / Female	Male / Female	Male	

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

	20	21	22	23	24
ne	216	217	218	219	220
Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
l Time					
f Time					
	Male Female	Male Female	Male Female	Male Female	Male Female

MIsoe Number

Table 2.11 Enrollment in Lower Grades by Student Group (cont'd)

		19	20	21	22	23
1.	Grade					
2.	Student Group Name and Number		216	217	218	219
3.	USOE Code(s)					
4.	Level Code					
5.	Type Code					
6.	Session Code					
7.	Program Length (Years)		<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3
8.	Cooperative		Yes No	Yes No	Yes No	Yes No
9.	Workstudy		Yes No	Yes No	Yes No	Yes No
10.	Exploratory		Yes No	Yes No	Yes No	Yes No
11.	Instructors and Teacher's Aides					
	A. Full Time					
	B. Percentage of Time					
12.	Enrollment		Male Female	Male Female	Male Female	Male F

Table 2.2 Utilization of Student Class Time: Final Grade

MTsoe Number

	2	3	4	5	6	7	8	9	10	11
	101	102	103	104	105	106	107	108	109	110
reas										
lon										

Table 2.2 Utilization of Student Class Time: Final Grade

	1	2	3	4	5	6	7	8	
1.	Student Group Number	101	102	103	104	105	106	107	1
2.	Grade								
3.	USOE Code(s)								
4.	In Occupational Shop/Lab Area(s)								
5.	In Occupational Related Area(s)								
6.	Total Occupational Time (Linas 4 + 5)								
7.	In Nonoccupational Areas								
8.	Total All Areas (Lines 6 + 7)								
9.	Length of Grade Session (weeks)								
10.	Schedule Variation								
11.	Additional Notes Necessary to Explain Lines 4 through 10								

Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade

	13	14	15	16	17	18	19	20	21	22
	111	112	113	114	115	116	117	118	119	120
reas										
lon										

Misoe Number

Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade

	12	13	14	15	16	17	18	19	
1.	Student Group Number	111	112	113	114	115	116	117	
2.	Grade								
3.	USOE COde(s)								
4.	In Occupational Shop/Lab Area(s)								
5.	In Occupational Related Area(s)								
6.	Total Occupational Time (Lines 4+ 5)								
7.	In Nonoccupational Areas								
8.	Total All Areas (Lines 6 + 7)								
9.	Length of Grade Session (weeks)								
10.	Schedule Variation								
11.	Additional Notes Necessary to Explain Lines 4 through 10								

Table 2.21 Utilization of Student Class Time: Lower Grade

	2	3	4	5	6	7	8	9	10	11
	201	202	203	204	205	206	207	208	209	210
eas										
on										

MIsoe Number

Table 2.21 Utilization of Student Class Time: Lower Grade

	1	2	3	4	5	6	7	8
1.	Student Group Number	201	202	203	204	205	206	207
2.	Grade							
3.	USOE Code(s)							
4.	In Occupational Shop/Lab Area(s)							
5.	In Occupational Related Area(s)							
6.	Total Occupational Time (Lines 4 + 5)							
7.	In Nonoccupational Areas							
8.	Total All Areas (Lines 6 + 7)							
9.	Length of Grade Session (Weeks)							
10.	Schedule Variation							
11.	Additional Notes Necessary to Explain Lines 4 through 10							

Table 2.21 (Cont'd) Utilization of Student Class Time: Lower Grade

	13	14	15	16	17	18	19	20	21	22
	211	212	213	214	215	216	217	218	219	220
reas										
ion										

Misoe Number

Table 2.21 (Cont'd) Utilization of Student Class Time: Lower Grade

	12	13	14	15	16	17	18	19	
1.	Student Group Number	211	212	213	214	215	216	217	
2.	Grade								
3.	USOE Code(s)								
4.	In Occupational Shop/Lab Area(s)								
5.	In Occupational Related Area(s)								
6.	Total Occupational Time (Lines 4 + 5)								
7.	In Nonoccupational Areas								
8.	Total All Areas (Lines 6 + 7)								
9.	Length of Grade Session (Weeks)								
10.	Schedule Variation								
11.	Additional Notes Necessary to Explain Lines 4 through 10								

Misoe Number

Table 2.3 Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE A

1	2	3		4		5	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5A	Mon.						
	Tues.						

1	2	3		4		5	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoc Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE B

6	7	8		9		10	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5 B	Mon.						
	Tues.						

WEEKLY OR SCHEDULE B

6	7	8		9		10	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misco Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE A

11	12	13		14		15	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9A	Mon						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10A	Mon.						
	Tues.						

11	12	13		14		15	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9A	Mon						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE B

16	17	18		19		20	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10B	Mon.						
	Tues.						

16	17	18		19		20	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number _____

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE A

21	22	23		24		25	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N No. of Hrs. Used	Morning 7:00 a.m.-12:00N No. of Stud. Hrs.	Afternoon 12:00N-6:00 p.m. No. of Hrs. Used	Afternoon 12:00N-6:00 p.m. No. of Stud. Hrs.	Evening 6:00 p.m.-11:00 p.m. No. of Hrs. Used	Evening 6:00 p.m.-11:00 p.m. No. of Stud. Hrs.
11A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15A	Mon.						
	Tues.						

WEEKLY OR SCHEDULE A

21	22	23		24		25	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat						
TOTALS							

Miso Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE B

26	27	28		29		30	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15B	Mon.						
	Tues.						

26	27	28		29		30	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number

Table 2.3 Utilization of Departmental Instructional Area By Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE A

31	32	33		34		35	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 P.M.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE A

31	32	33		34		35	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 P.M.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number

Table 2.3 (Conr d) Utilization of Departmental Instructional Area by Room

Check Applicaboe Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE B

36	37	38		39		40	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20B	Mon.						
	Tues.						
	Wed.						
	Thurs.						

Room No.or Name	Day of the Week	7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

TABLE T-1 - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

BUSINESS DATA PROCESSING

DOES THIS OUTLINE CONTAIN ALL OF THE INSTRUCTIONAL CONTENT OF YOUR PROGRAM? YES_____ NO_____

CODE	DIVISION	CODE	UNIT
01	INTRODUCTION TO DATA PROCESSING	01	CAREERS IN DATA PROCESSING
		02	HISTORY
		03	FUNDAMENTALS OF DATA PROCESSING
		04	THE DATA PROCESSING CARD
02	CARD PUNCHES - 024, 026, 029	01	FUNCTION
		02	EXTERNAL FEATURES
		03	KEYBOARD
		04	PROGRAM UNIT
		05	MACHINE OPERATION
03	VERIFIERS - 056	01	FUNCTION
		02	EXTERNAL FEATURES
		03	MACHINE OPERATION
04	SORTERS - 082, 083, 084	01	FUNCTION
		02	SPEEDS
		03	EXTERNAL FEATURES
		04	OPERATING PRINCIPLES
05	CONTROL PANEL WIRING	01	FUNCTION
		02	DIAGRAMMING
06	INTERPRETER - 548	01	FUNCTION
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
07	REPRODUCING PUNCH - 514	01	FUNCTIONS
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
08	COLLATORS - 085, 088	01	FUNCTION
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
09	ACCOUNTING MACHINES - 402, 403, 407	01	FUNCTIONS
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
10	INTRODUCTION TO COMPUTERS		
11	SYSTEMS APPROACH TO PROCESSING DATA		

TABLE T-2 - TERMOB DIVISION AND UNIT OUTLINE

BUSINESS DATA PROCESSING

DOES THIS OUTLINE CONTAIN ALL OF THE INSTRUCTIONAL CONTENT OF YOUR PROGRAM? YES_____NO_____

CODE	DIVISION	CODE	UNIT
01	PREPARATION	01	LAYOUT
		02	FLOWCHART
02	COMPILATION	01	CODING
03	PUNCH CARD PROCESSING	01	KEY PUNCH
		02	VERIFIER
		03	SORTER
		04	REPRODUCING PUNCH
04	COMPUTER OPERATIONS	01	MAGNETIC MEDIA
		02	PUNCH OPERATIONS
		03	PROGRAM LOADING
		04	HIGH SPEED PRINTER

TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

and

REPORTING FORMS

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 01 PREPARATION

UNIT 01 LAYOUT

TERMOB NO. 5-065

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE REPORTS DESIRED AND THE INPUT DATA AVAILABLE FROM SOURCE DOCUMENTS
( ) 1.03 STANDARD CARD LAYOUT FORM

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PREPARE STANDARD CARD LAYOUT FORM INDICATING DATA FIELDS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 SET UP DATA FIELDS ON LAYOUT FORM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 STANDARD CARD LAYOUT FORM IS PREPARED CORRECTLY WITH ALL DATA FIELDS PROPERLY INDICATED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 SUFFICIENT SPACE FOR EACH DATA FIELD: TOTAL COLUMNS USED NOT TO EXCEED 80

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING | DIVISION 01 PREPARATION

USOE CODE NO(S) _____ | UNIT 01 LAYOUT

_____ | TERMOB NO. 5-065

_____

_____

_____

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 01 PREPARATION

UNIT 01 LAYOUT

TERMOB NO. 5-066

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PRINTER LAYOUT SHEET
( ) 1.03 PROJECT DESCRIPTION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MAKE A PRINTER LAYOUT CHART EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 WRITE TITLE
( ) 2.04 WRITE HEADINGS
( ) 2.05 INDICATE OUTPUT FIELD LOCATIONS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PRINTER LAYOUT CHART IS MADE NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CENTERED
( ) 3.04 SPACE PROPERLY PROPORTIONED
( ) 3.05 IN ACCORDANCE WITH PROJECT DESCRIPTION

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING | DIVISION 01 PREPARATION

USOE CODE NO(S) _____ | UNIT 01 LAYOUT

_____ | TERMOB NO. 5-066

_____

_____

_____

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 01 PREPARATION

UNIT 02 FLOWCHART

TERMOB NO. 5-067

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 NUMBER OF VALUES TO BE ADDED IS EQUAL TO THE FIRST VALUE PROVIDED AS INPUT
( ) 1.03 FIRST VALUE PROVIDED AS INPUT IS NOT TO BE INCLUDED IN SUM
( ) 1.04 FLOWCHARTING WORKSHEET
( ) 1.05 FLOWCHARTING TEMPLATE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CONSTRUCT A FLOWCHART FOR A PROGRAM TO CALCULATE THE SUM OF ANY NUMBER OF INPUT VALUES EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 IDENTIFY INPUTS
( ) 2.04 IDENTIFY PROCESS STEPS
( ) 2.05 IDENTIFY DECISIONS
( ) 2.06 PROVIDE ALTERNATIVE PROCESSES FOR DECISIONS
( ) 2.07 IDENTIFY OUTPUTS
( ) 2.08 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL NECESSARY INPUTS IDENTIFIED
( ) 3.04 ALL NECESSARY PROCESS STEPS IDENTIFIED
( ) 3.05 ALL NECESSARY DECISIONS IDENTIFIED
( ) 3.06 ALL NECESSARY ALTERNATIVES PROVIDED
( ) 3.07 ALL NECESSARY OUTPUTS IDENTIFIED
( ) 3.08 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 01 PREPARATION

UNIT 02 FLOWCHART

TERMOB NO. 5-067

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 01 PREPARATION

UNIT 02 FLOWCHART

TERMOB NO. 5-068

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT PROCEDURAL INFORMATION CONCERNING THE ACTIVITIES INVOLVED IN GETTING A HAIRCUT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 CONSTRUCT A FLOWCHART DESCRIBING GETTING A HAIRCUT EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 IDENTIFY PROCESS STEPS
( ) 2.04 IDENTIFY DECISIONS
( ) 2.05 PROVIDE ALTERNATIVE PROCESSES FOR DECISIONS
( ) 2.06 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL NECESSARY PROCESS STEPS IDENTIFIED
( ) 3.04 ALL NECESSARY DECISIONS IDENTIFIED
( ) 3.05 TWO ALTERNATIVES FOR EACH DECISION BASED ON YES OR NO ANSWERS PROVIDED
( ) 3.06 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 01 PREPARATION

UNIT 02 FLOWCHART

TERMOB NO. 5-068

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 01 PREPARATION

UNIT 02 FLOWCHART

TERMOB NO. 5-069

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE OPERATIONS INVOLVED IN COMPUTING GROSS PAY, DEDUCTIONS, AND NET PAY FROM THE CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CONSTRUCT A SYSTEM FLOWCHART DESCRIBING PAYROLL COMPUTATIONS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 IDENTIFY INPUTS
( ) 2.04 IDENTIFY PROCESS STEPS
( ) 2.05 IDENTIFY OUTPUTS
( ) 2.06 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL NECESSARY INPUTS IDENTIFIED
( ) 3.04 ALL NECESSARY PROCESSES IDENTIFIED
( ) 3.05 ALL NECESSARY OUTPUTS IDENTIFIED
( ) 3.06 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 01 PREPARATION

UNIT 02 FLOWCHART

TERMOB NO. 5-069

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 01 PREPARATION

UNIT 02 FLOWCHART

TERMOB NO. 5-070

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE OPERATIONS INVOLVED IN COMPUTING GROSS PAY, DEDUCTIONS, AND NET PAY FROM TIME CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 CONSTRUCT A PROCESS FLOWCHART DESCRIBING PAYROLL COMPUTATIONS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 IDENTIFY INPUTS
( ) 2.04 IDENTIFY PROCESS STEPS
( ) 2.05 IDENTIFY DECISIONS
( ) 2.06 PROVIDE ALTERNATIVE PROCESSES FOR DECISIONS
( ) 2.07 IDENTIFY OUTPUTS
( ) 2.08 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL NECESSARY INPUTS IDENTIFIED
( ) 3.04 ALL NECESSARY PROCESS STEPS IDENTIFIED
( ) 3.05 ALL NECESSARY DECISIONS IDENTIFIED
( ) 3.06 ALL NECESSARY ALTERNATIVE PROCESSES FOR DECISIONS PROVIDED
( ) 3.07 ALL NECESSARY OUTPUTS IDENTIFIED
( ) 3.08 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 01 PREPARATION

UNIT 02 FLOWCHART

TERMOB NO. 5-070

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-071

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 RPG CONTROL CARD AND FILE DESCRIPTION SPECIFICATION SHEET
( ) 1.03 RPG INPUT SPECIFICATION SHEETS
( ) 1.04 RPG CALCULATION SPECIFICATION SHEETS
( ) 1.05 RPG OUT FORMAT SPECIFICATION SHEETS
( ) 1.06 PRINTER SPACING LAYOUT SHEET
( ) 1.07 FLOWCHART OF PAYROLL PROCESSING

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE PAYROLL FLOWCHART AND PRINTER SPACING CHART TO RPG CODING SHEETS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CODE CONTROL CARD
( ) 2.03 CODE FILE DESCRIPTION SHEET
( ) 2.04 CODE INPUT RECORDS ON INPUT SPECIFICATION SHEETS
( ) 2.05 CODE SPECIFICATIONS ON CALCULATION SPECIFICATION SHEETS
( ) 2.06 CODE OUTPUT FROM PRINTER SPACING CHARTS ON OUTPUT SPECIFICATION SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PAYROLL FLOWCHART AND PRINTER SPACING CHART ARE CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 LANGUAGE AND DATA IS CORRECT
( ) 3.03 LANGUAGE AND DATA IS CORRECT
( ) 3.04 LANGUAGE AND DATA IS CORRECT
( ) 3.05 LANGUAGE AND DATA IS CORRECT
( ) 3.06 LANGUAGE AND DATA IS CORRECT

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING | DIVISION 02 COMPILATION

USOE CODE NO(S) _____ | UNIT 01 CODING

TERMOB NO. 5-071

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-072

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PAYROLL SYSTEM FLOWCHART
( ) 1.03 PRINTER LAYOUT SHEET
( ) 1.04 ASSEMBLE LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 CODE ASSEMBLY LANGUAGE PROGRAM TO CALCULATE PAYROLL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE PRINTOUT FORMAT
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 ASSEMBLY LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 4 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-072

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-073

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PAYROLL SYSTEM FLOWCHART
( ) 1.03 PRINTER LAYOUT SHEET
( ) 1.04 FORTRAN LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE FORTRAN LANGUAGE PROGRAM TO CALCULATE PAYROLL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE PRINTOUT FORMAT
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FORTRAN LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 3 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-073

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-074

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PAYROLL SYSTEM FLOWCHART
( ) 1.03 PRINTER LAYOUT SHEET
( ) 1.04 COBOL LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE COBOL LANGUAGE PROGRAM TO CALCULATE PAYROLL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE PRINTOUT FORMAT
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 COBOL LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 4 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 02 COMPILATION

USOE CODE NO(S) _____

UNIT 01 CODING

TERMOB NO. 5-074

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-075

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PAYROLL SYSTEM FLOWCHART
( ) 1.03 PRINTER LAYOUT SHEET
( ) 1.04 RPG LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE RPG LANGUAGE PROGRAM TO CALCULATE PAYROLL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE PRINTOUT FORMAT
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 RPG LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 3 HOURS WITH EACH OPERATION JUDGED SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-075

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-076

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PRINTER LAYOUT CHART
( ) 1.03 COBOL PROGRAMMING WORKSHEET
( ) 1.04 PROJECT DESCRIPTION
( ) 1.05 PROCESSING FLOWCHART

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE PRINTER LAYOUT IN COBOL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE FLOWCHART
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PRINTER LAYOUT IS CODED TO COMPUTER LANGUAGE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 FIELD DATA LOCATIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING | DIVISION 02 COMPILATION

USOE CODE NO(S) _____ | UNIT 01 CODING

_____ | TERMOB NO. 5-076

_____

_____

_____

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-077

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PRINTER LAYOUT CHART
( ) 1.03 FORTRAN PROGRAMMING WORKSHEET
( ) 1.04 PROJECT DESCRIPTION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE PRINTER IN FORTRAN EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE FLOWCHART
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PRINTER LAYOUT IS CODED TO COMPUTER LANGUAGE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 FIELD DATA LOCATIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 02 COMPILATION

UNIT 01 CODING

TERMOB NO. 5-077

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 01 KEYPUNCH

TERMOB NO. 5-078

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEY PUNCH MACHINE
( ) 1.03 COBOL PROGRAMMING WORKSHEET
( ) 1.04 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PUNCH SOURCE DECK FROM COBOL CODING SHEETS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FILL MACHINE WITH CARDS
( ) 2.04 FEED CARD
( ) 2.05 TRANSFER CODING TO CARD
( ) 2.06 PROOFREAD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CARDS PUNCHED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 STACKED EVENLY, NOT MUTILATED
( ) 3.04 CARD FED
( ) 3.05 EXACTLY, NO ERRORS
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

USOE CODE NO(S) _____

UNIT 01 KEYPUNCH

TERMOB NO. 5-078

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 01 KEYPUNCH

TERMOB NO. 5-079

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEY PUNCH MACHINE
( ) 1.03 FORTRAN PROGRAMMING WORKSHEET
( ) 1.04 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH SOURCE DECK FROM FORTRAN CODING SHEETS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FILL MACHINE WITH CARDS
( ) 2.04 FEED CARD
( ) 2.05 TRANSFER CODING TO CARD
( ) 2.06 PROOFREAD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CARDS PUNCHED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 STACKED EVENLY, NOT MUTILATED
( ) 3.04 CARD FED
( ) 3.05 EXACTLY, NO ERRORS
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 01 KEYPUNCH

TERMOB NO. 5-079

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 01 KEYPUNCH

TERMOB NO. 5-080

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEYPUNCH MACHINE
( ) 1.03 RPG SPECIFICATION SHEETS
( ) 1.04 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH OBJECT DECK FROM RPG SPECIFICATION SHEETS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSFER CODING TO CARDS
( ) 2.04 PROOFREAD CARDS AGAINST SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 OBJECT DECK IS PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 01 KEYPUNCH

TERMOB NO. 5-080

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 01 KEYPUNCH

TERMOB NO. 5-081

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEYPUNCH MACHINE
( ) 1.03 PROGRAM DRUM CARD
( ) 1.04 BLANK CARDS
( ) 1.05 SOURCE DOCUMENTS
( ) 1.06 JOB DESCRIPTION SHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH CARDS FROM SOURCE DOCUMENTS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FILL HOPPER WITH BLANK DATA CARDS
( ) 2.04 INSERT PROGRAM CARD ON PROGRAM DRUM
( ) 2.05 SET NECESSARY SWITCHES
( ) 2.06 TRANSFER SOURCE DOCUMENT DATA TO CARDS
( ) 2.07 PROOFREAD CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 DATA CARDS ARE PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CORRECT CARDS USED
( ) 3.04 PROPERLY ALIGNED
( ) 3.05 TO PROPERLY ACTIVATE PROGRAM
( ) 3.06 LANGUAGE IS CORRECT
( ) 3.07 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 01 KEYPUNCH

TERMOB NO. 5-081

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 01 KEYPUNCH

TERMOB NO. 5-082

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEYPUNCH MACHINE
( ) 1.03 BLANK CARDS
( ) 1.04 PREPARED STANDARD CARD LAYOUT SHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH STANDARD (PROGRAM I) PROGRAM CARD FOR KEYPUNCH PROGRAM DRUM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FEED BLANK CARD
( ) 2.04 ENCODE CARD
( ) 2.05 CHECK CARD AGAINST LAYOUT SHEET

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PROGRAM CARD IS PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 BLANK CARD FED
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 ALL ERRORS ARE LOCATED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 01 KEYPUNCH

TERMOB NO. 5-082

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 02 VERIFIER

TERMOB NO. 5-083

1.00 CONDITION

( ) 1.01 PUNCHED CARDS
( ) 1.02 KEY PUNCH MACHINE
( ) 1.03 PROJECT DESCRIPTION
( ) 1.04 SOURCE DOCUMENTS
( ) 1.05 VERIFIER
( ) 1.06 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.07 BLANK CARDS FIELDED LIKE THE PUNCHED CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CHECK PUNCHED CARDS FOR ERRORS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 DESK CHECK CARDS
( ) 2.04 USE VERIFIER
( ) 2.05 CORRECT ERRORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PUNCHED CARDS ARE VERIFIED AND ERRORS ARE CORRECTED TO APPROVAL OF A BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL ERRORS LOCATED
( ) 3.04 ALL ERRORS LOCATED
( ) 3.05 CARDS REPUNCHED

MISOE NO. _____

PROGRAM	BUSINESS DATA PROCESSING	DIVISION 03	PUNCH CARD PROCESSING
USOE CODE NO(S)		UNIT 02	VERIFIER
		TERMOB NO.	5-083

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 02 VERIFIER

TERMOB NO. 5-084

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PUNCHED CARDS
( ) 1.03 KEYPUNCH MACHINE
( ) 1.04 PROJECT DESCRIPTION
( ) 1.05 SOURCE DOCUMENTS
( ) 1.06 VERIFYING MACHINE
( ) 1.07 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 VERIFY PUNCH CARDS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 DESK CHECK CARDS
( ) 2.04 USE VERIFIER
( ) 2.05 CORRECT ERRORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PUNCH CARDS ARE VERIFIED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL ERRORS LOCATED
( ) 3.04 ALL ERRORS LOCATED
( ) 3.05 CARDS REPUNCHED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 02 VERIFIER

TERMOB NO. 5-084

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 03 SORTER

TERMOB NO. 5-085

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PUNCHED CARDS WITH DATED INFORMATION
( ) 1.03 PUNCH CARD SORTING MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SORT PUNCHED CARDS CHRONOLOGICALLY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD MACHINE
( ) 2.04 SET COLUMN READ
( ) 2.05 SORT FOR YEAR
( ) 2.06 SORT FOR MONTH
( ) 2.07 SORT FOR DAY

3.0 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PUNCHED CARDS ARE SORTED CHRONOLOGICALLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS STACKED EVENLY
( ) 3.04 CORRECT COLUMN
( ) 3.05 CARDS ARE IN ORDER BY YEAR
( ) 3.06 CARDS ARE IN ORDER BY MONTH
( ) 3.07 CARDS ARE IN ORDER BY DAY

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 03 SORTER

TERMOB NO. 5-085

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 03 SORTER

TERMOB NO. 5-086

1.00 CONDITION

( ) 1.01 PUNCHED CARDS WITH NUMERIC FIELDS
( ) 1.02 SUFFICIENT INFORMATION AS TO DESIRED HIERARCHY OF NUMERIC FIELDS
( ) 1.03 CARD SORTER
( ) 1.04 SORTER RACK
( ) 1.05 CARD TRAYS
( ) 1.06 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 SORT PUNCHED CARDS NUMERICALLY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD MACHINE
( ) 2.04 SET DIALS, SWITCHES AND INDICATORS TO PROCESS CARDS
( ) 2.05 SORT EACH COLUMN
( ) 2.06 VISUALLY CHECK SORTED CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PUNCH CARDS ARE SORTED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS NEATLY STACKED
( ) 3.04 PROPER DIALS, SWITCHES AND INDICATORS SET
( ) 3.05 IN PROPER SEQUENCE
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM	BUSINESS DATA PROCESSING	DIVISION 03	PUNCH CARD PROCESSING
USOE CODE NO(S)		UNIT 03	SORTER
		TERMOB NO.	5-086

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 03 SORTER

TERMOB NO. 5-087

1.00 CONDITION

( ) 1.01 PUNCHED CARDS WITH ALPHABETIC FIELDS
( ) 1.02 CARD SORTER
( ) 1.03 SORTER RACK
( ) 1.04 CARD TRAYS
( ) 1.05 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 SORT PUNCHED CARDS ALPHABETICALLY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD MACHINE
( ) 2.04 SET DIALS, SWITCHES AND INDICATORS TO PROCESS CARDS
( ) 2.05 SORT EACH COLUMN
( ) 2.06 VISUALLY CHECK SORTED CARDS

3.09 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CARDS ARE SORTED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS NEATLY STACKED
( ) 3.04 PROPER DIALS, SWITCHES AND INDICATORS SET
( ) 3.05 TWICE, IN PROPER SEQUENCE
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 03 SORTER

TERMOB NO. 5-087

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 04 REPRODUCING PUNCH

TERMOB NO. 5-088

1.00 CONDITION

( ) 1.01 PUNCHED CARDS
( ) 1.02 BLANK CARDS
( ) 1.03 REPRODUCING PUNCH
( ) 1.04 WIRED PANEL
( ) 1.05 CARD TRAYS
( ) 1.06 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 REPRODUCE PUNCHED CARDS USING REPRODUCING PUNCH EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD READ HOPPER WITH PUNCHED CARDS
( ) 2.04 LOAD PUNCH HOPPER WITH BLANK CARDS
( ) 2.05 INSERT WIRED PANEL
( ) 2.06 SET PROPER SWITCHES
( ) 2.07 VISUALLY COMPARE PUNCHED CARDS WITH MASTER CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CARDS ARE REPRODUCED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY STACKED
( ) 3.04 NEATLY STACKED
( ) 3.05 PROPERLY CONNECTED
( ) 3.06 FOR DESIRED OPERATIONS
( ) 3.07 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 04 REPRODUCING PUNCH

TERMOB NO. 5-088

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 04 REPRODUCING PUNCH

TERMOB NO. 5-089

1.00 CONDITION

( ) 1.01 MASTER CARD
( ) 1.02 BLANK CARDS
( ) 1.03 WIRED PANEL
( ) 1.04 REPRODUCING PUNCH
( ) 1.05 CARD TRAYS
( ) 1.06 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 GANGPUNCH CARDS USING REPRODUCING PUNCH EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 PLACE MASTER CARD AND BLANK CARDS INTO PUNCH HOPPER
( ) 2.04 INSERT WIRED PANEL
( ) 2.05 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CARDS ARE GANG PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS STACKED NEATLY
( ) 3.04 PROPERLY CONNECTED
( ) 3.05 PROPER SWITCHES FOR DESIRED OPERATIONS SET

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 04 REPRODUCING PUNCH

TERMOB NO. 5-089

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 03 PUNCH CARD PROCESSING

UNIT 04 REPRODUCING PUNCH

TERMOB NO. 5-090

1.00 CONDITION

( ) 1.01 MARK-SENSE CARDS
( ) 1.02 REPRODUCING PUNCH
( ) 1.03 WIRED PANEL
( ) 1.04 CARD TRAYS
( ) 1.05 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH MARK-SENSE CARDS USING THE REPRODUCING PUNCH EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD PUNCH HOPPER WITH MARK-SENSE CARDS
( ) 2.04 INSERT WIRED PANEL
( ) 2.05 SET NECESSARY SWITCHES
( ) 2.06 VISUALLY CHECK PUNCHED CARDS FOR PROPER POSITIONING OF PUNCHED FIELDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CARDS PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS NEATLY STACKED
( ) 3.04 PROPERLY CONNECTED
( ) 3.05 FOR DESIRED OPERATIONS
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 03 PUNCH CARD PROCESSING

UNIT 04 REPRODUCING PUNCH

TERMOB NO. 5-090

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 04 COMPUTER OPERATIONS

UNIT 01 MAGNETIC MEDIA

TERMOB NO. 5-091

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 DISK PACK
( ) 1.03 DISK DRIVE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MOUNT A DISK PACK ON A DISK DRIVE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES
( ) 2.03 LOAD DISK PACK
( ) 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 DISK PACK IS MOUNTED ON DISK DRIVE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 DISK PACK IS LOADED CORRECTLY
( ) 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 04 COMPUTER OPERATIONS

UNIT 01 MAGNETIC MEDIA

TERMOB NO. 5-091

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 04 COMPUTER OPERATIONS

UNIT 01 MAGNETIC MEDIA

TERMOB NO. 5-092

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 MAGNETIC TAPE
( ) 1.03 MAGNETIC TAPE DRIVE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MOUNT A REEL OF MAGNETIC TAPE ON A TAPE DRIVE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES FOR LOADING
( ) 2.03 LOAD REEL
( ) 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 MAGNETIC TAPE REEL IS MOUNTED ON MAGNETIC TAPE DRIVE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 REEL IS LOADED CORRECTLY
( ) 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 04 COMPUTER OPERATIONS

UNIT 01 MAGNETIC MEDIA

TERMOB NO. 5-092

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 04 COMPUTER OPERATIONS

UNIT 02 PUNCH OPERATIONS

TERMOB NO. 5-093

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PUNCHED CARDS
( ) 1.03 CARD READER/PUNCH MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 LOAD CARD DECK IN CARD READER/PUNCH MACHINE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES
( ) 2.03 LOAD PUNCHED CARDS
( ) 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PUNCHED CARDS ARE LOADED IN CARD READER/PUNCH MACHINE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 PUNCHED CARDS ARE LOADED EVENLY
( ) 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING | DIVISION 04 COMPUTER OPERATIONS

USOE CODE NO(S) _____ | UNIT 02 PUNCH OPERATIONS

TERMOB NO. 5-093

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 04 COMPUTER OPERATIONS

UNIT 02 PUNCH OPERATIONS

TERMOB NO. 5-094

1.00 CONDITION

( ) 1.01 REPRODUCING PUNCH CONTROL PANEL DIAGRAM
( ) 1.02 CONTROL PANEL
( ) 1.03 ASSORTED WIRES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 WIRE REPRODUCING PUNCH PANEL FROM WIRING DIAGRAM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION TO TASK
( ) 2.03 INSERT WIRES INTO PANEL AS INDICATED ON DIAGRAM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PANEL IS WIRED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CORRECTLY INSERTED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 04 COMPUTER OPERATIONS

UNIT 02 PUNCH OPERATIONS

TERMOB NO. 5-094

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MOSOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 04 COMPUTER OPERATIONS

UNIT 02 PUNCH OPERATIONS

TERMOB NO. 5-095

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PENCILS IN ASSORTED COLORS
( ) 1.03 BLANK REPRODUCING PUNCH CONTROL PANEL DIAGRAM
( ) 1.04 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE LOCATIONS OF THE SENDING FIELDS ON INPUT CARDS AND THE DESIRED LOCATION OF THE FIELDS ON THE OUTPUT CARD

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PREPARE REPRODUCING PUNCH CONTROL PANEL DIAGRAM FOR STRAIGHT REPRODUCING OF CARDS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 INDICATE SENDING FIELD LOCATIONS
( ) 2.04 INDICATE RECEIVING FIELD LOCATIONS
( ) 2.05 INDICATE THE COMPARISON CHECK FOR EACH FIELD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CONTROL PANEL DIAGRAM IS PREPARED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CODED CORRECTLY
( ) 3.04 CODED CORRECTLY
( ) 3.05 INDICATED CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 04 COMPUTER OPERATIONS

USOE CODE NO(S) _____

UNIT 02 PUNCH OPERATIONS

TERMOB NO. 5-095

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISUE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 04 COMPUTER OPERATIONS

UNIT 02 PUNCH OPERATIONS

TERMOB NO. 5-096

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES
( ) 1.02 KEYPUNCH
( ) 1.03 BLANK CARDS
( ) 1.04 PREPARED MULTIPLE CARD LAYOUT FORM

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH STANDARD (PROGRAM I) AND ALTERNATE (PROGRAM II) PROGRAM CARDS FOR KEYPUNCH PROGRAM DRUM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FEED BLANK CARD
( ) 2.04 ENCODE CARD
( ) 2.05 REINSERT CARD NOW PUNCHED WITH PROGRAM I
( ) 2.06 ENCODE CARD
( ) 2.07 TEST PROGRAMS USING SAMPLE DATA CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PROGRAM CARDS ARE PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH STEP JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARD FED
( ) 3.04 WITH PROPER CODES FOR PROGRAM I
( ) 3.05 CORRECTLY INSERTED
( ) 3.06 WITH PROPER CODES FOR PROGRAM II
( ) 3.07 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 04 COMPUTER OPERATIONS

UNIT 02 PUNCH OPERATIONS

TERMOB NO. 5-096

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 04 COMPUTER OPERATIONS

UNIT 03 PROGRAM LOADING

TERMOB NO. 5-097

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 COMPUTER CONSOLE MACHINE
( ) 1.03 INSTRUCTION WORK SHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 LOAD PROGRAM THROUGH COMPUTER CONSOLE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES
( ) 2.03 KEY IN PROGRAM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PROGRAM IS LOADED INTO MEMORY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 PROGRAM IS KEYED IN ACCORDING TO WORK SHEET INSTRUCTION

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

USOE CODE NO(S) _____

DIVISION 04 COMPUTER OPERATIONS

UNIT 03 PROGRAM LOADING

TERMOB NO. 5-097

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING

DIVISION 04 COMPUTER OPERATIONS

UNIT 04 HIGH SPEED PRINTER

TERMOB NO. 5-098

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 FORMS
( ) 1.03 HIGH SPEED PRINTER MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MOUNT FORMS IN HIGH SPEED PRINTER MACHINE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES
( ) 2.03 LOAD FORMS
( ) 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FORMS ARE MOUNTED IN HIGH SPEED PRINTER MACHINE TO APPROVAL OF A BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 FORMS ARE LOADED AND POSITIONED CORRECTLY
( ) 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING | DIVISION 04 COMPUTER OPERATIONS

USOE CODE NO(S) _____ | UNIT 04 HIGH SPEED PRINTER

_____ | TERMOB NO. 5-098

_____

_____

_____

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

TABLE T-3 - BASIC OFFICE SUPPLIES

PENS

PENCILS

TYPEWRITER

PAPER

ASSORTED BUSINESS FORMS

CORRECTING TAPE

CORRECTING FLUID

STAPLER

TAPE

RULER

ASSORTED RUBBER STAMPS

DESK

Table T-4 Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

1. Division_____ Performance Statement_____
   Unit_____ _____
   _____
   _____

2. Division_____ Performance Statement_____
   Unit_____ _____
   _____
   _____

3. Division_____ Performance Statement_____
   Unit_____ _____
   _____
   _____

4. Division_____ Performance Statement_____
   Unit_____ _____
   _____
   _____

5. Division_____ Performance Statement_____
   Unit_____ _____
   _____
   _____

6. Division_____ Performance Statement_____
   Unit_____ _____
   _____
   _____

1. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

2. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

3. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

4. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

5. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

6. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

7. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

Table T-4 (Cont'd) Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

8. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

9. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

10. Division_____ Performance Statement_____

Unit_____ _____

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_____

11. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

12. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

13. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

8. Division_____ Performance Statement_____

Unit_____

9. Division_____ Performance Statement_____

Unit_____

10. Division_____ Performance Statement_____

Unit_____

11. Division_____ Performance Statement_____

Unit_____

12. Division_____ Performance Statement_____

Unit_____

13. Division_____ Performance Statement_____

Unit_____

14. Division_____ Performance Statement_____

Unit_____

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